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THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D. C. 20505

National Intelligence Officers

13 December 1976

MEMORANDUM FOR: B. C. Evans  
Executive Secretary

FROM : Richard Lehman  
Deputy to the DCI for National Intelligence

SUBJECT : Briefing Format for a New DCI

1. The best format for briefing the new DCI will depend importantly on what sort of person is chosen:

a. Should the DCI be someone familiar with the Intelligence Community and up to date on foreign policy issues, it would probably suffice from our point of view for the D/DCI/NI to have a two-hour meeting with the DCI to familiarize him with the new directions in which the National Intelligence staff has been moving. This private meeting would be followed by another two-hour meeting with the NIOs and their Assistants as a group to introduce them to the new DCI and to allow them 10 minutes or so to inform the DCI of the major projects in which they are currently engaged. An offer would be made at this general meeting to have any of the NIOs meet privately with the DCI for a longer time, if the DCI wished.

b. Should the new DCI be someone essentially unfamiliar with either the structure of the Community or with current foreign policy issues, a thorough introduction to the National Intelligence staff would be called for. The D/DCI/NI would require at least a two-hour private session

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with the DCI to answer those questions about the staff and its functions that may have been raised in the DCI's mind by the briefing books he has read. Rather than a meeting with all the NIOs, it would probably be more valuable for the DCI to have private 45-minute sessions with each of the NIOs, during which each would acquaint the DCI with the major issues in his or her area of responsibility and the major projects he or she has underway. With this scenario, it would be best for the DCI to meet in series first with the NIOs currently handling the major Soviet estimates -- NIO/USSR (NIE 11-4-76), NIO/SP (NIE 11-3/8-76), and NIO/CF (NSSM 246). Next should come the NIOs dealing with areas where rapid change is possible -- NIO/ME, NIO/AF, NIO/CH, and NIO/LA. The rest of the NIOs might see the DCI in the following order: NIO/Economics, NIO/WE, and NIO/JP.

2. The new DCI might, of course, be someone who falls somewhere between the two types of persons described above. He might, for example, be very knowledgeable in certain areas, in which case we would wish to alter the order in which the NIOs saw him and perhaps give more time to some than others.

3. In sum, any format set for briefing a DCI now should be easily adjustable so that we can later tailor it to best suit the needs of the particular person selected.

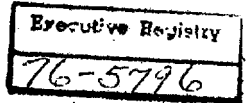


Richard Lehman  
Deputy to the DCI for National Intelligence

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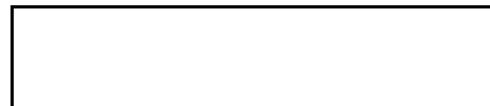
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SUBJECT : Briefing Format for a New DCI

1. In order to organize ideas for the briefing of any new DCI, it would be helpful if each of you would prepare a list of those subjects on which a formal briefing would be desirable. Your submission should include the subject, the briefer(s), and the length of time required. The subjects should be listed in the order of lessening priority and note should be taken of any related visits to installations controlled by the offices within your directorates.

2. For your guidance, I have attached the summary material prepared for briefing Mr. Bush and it should be kept in mind that any new DCI will probably read the Functional Summary Data which you served up late last month.



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B. C. Evans  
Executive Secretary

Attachment

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Executive Secretary

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